

**PRIVATE SPECIAL EDUCATION SCHOOLS  
ANNUAL APPLICATION FOR APPROVAL 2010-2011  
INSTRUCTIONS FOR COMPLETION**

*Print "Instructions" and "Required Documents".*

*Download the application to your computer and save as a Word Document.*

*Complete application form as required. Be sure to address each item fully.*

<b>Section One Administrative Information</b>
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**-Be sure that all contact information, mailing address, fax number(s) and administrator information is current and valid. The contact information will be posted on the Arizona Department of Education website and provided to school districts, charter schools and other interested parties.**

**-Be sure to include email addresses for all significant contacts. Most communication from the Arizona Department of Education is in electronic form.**

**-Check the appropriate box. In order to be a qualified administrator, one of three conditions must be met.**

- 1) The administrator has a current Arizona administrator's certification.**
- 2) The administrator has current special education certification and has experience in teaching special education.**
- 3) The administrator has been grandfathered without certification under approval of the Arizona Department of Education.**

**-If you provide a website address, it will appear as a link on the ADE webpage.**

<b>Section Two State of Assurances</b>
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**-Review the statement of assurances carefully, then have an authorized representative sign and date it. Please be fully aware that the statement of assurances is a binding, legal document. Any violation of the terms agreed upon will result in immediate removal from the state-approved vendor list.**

<b>Section Three</b> <b>Provision of Services</b>
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-Be sure to indicate all disability categories that will be accepted and served. Failure to do so will cause problems for the sending districts and will interfere with their ability to receive funding.

-Approval is based on current, Arizona, teaching certifications. For example, the state-approved private day school may wish to accept students with autism, but if the teachers do not have cross-categorical certification or documented training in autism, approval for that category will not be issued.

<b>Section Four</b> <b>School Site Information</b>
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-Make sure that all contact information is current.

-Check the appropriate box. If the site has both a private school and a residential program, please submit a separate school site information page for each program.

-Indicate all grade levels that will be accepted and served. Failure to do so will cause problems for the sending districts and will interfere with their ability to receive funding.

<b>Section Five</b> <b>Certified Staff List</b>
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-Remember that all students placed through the IEP process must be served with a student-teacher ratio no greater than 8-1 or 12-1 with a paraprofessional.

-Student age ranges in the classroom must be no greater than 4 years, unless prior approval to exceed this range has been granted by the Arizona Department of Education on a case specific basis.

-When completing this section, make sure to separate staff by site assignments. If a staff member serves students at more than one site (SLP, OT, PT), include them on each site's list.

-Only include staff with special education certification or related services.

-Remember that any staffing additions or deletions must be submitted on this form within 10 days of any change. Failure to do so is a violation of the statement of assurances.

***If you have any questions please contact Eric Edge at (602) 364-4015.  
Email: [eric.edge@azed.gov](mailto:eric.edge@azed.gov).***